<center>**Certification of Levies and Revenues System User Guide**</center>

Overview

The Division of Property Taxation's (DPT) Certification of Levies and Revenues System is used to track the assessed value, the tax increment finance value, the various mill levies (levies), and their associated revenues of each local government that levies property taxes. These data are used to produce the Annual Report published by the DPT. After the Annual Report is published for a budget year, records for that year cannot be deleted.

- The assessed values reflect values for the entity, as certified by the assessor December 10,. 39-1-111(5), C.R.S.

- The tax increment finance value is the part of an entity's assessed value that is subject to a development authority or improvement district.

- Revenues are determined by multiplying the mill levy (levy) times the assessed value, and dividing that product by 1000. The quotient is then rounded to the nearest whole dollar.

  - Revenue = [Assessed value x Levy ÷ 1000]
  - Net Revenue = [(Assessed value - TIF value) x Levy / 1000]

- The individual levies are general fund/general operating, temporary tax credit, bond redemption, contractual obligation, capital improvement/expenditures, special fund, abatement, incentive, override, transportation, and asbestos/ada.

- General Fund/General Operating Levy - used to generate revenue for the day-to-day operations of the local government.

- Temporary Tax Credit Levy - used to reduce the general operating levy to keep it in compliance with the 5.5% revenue limitation, TABOR, or to refund revenue that was collected over one of the limits in the previous year.

- Bond Redemption Levy - used to generate revenue to repay voter-approved bonded indebtedness.

- Contractual Obligation Levy - used to generate revenue for voter-approved contractual obligations.

- Capital Improvements/Expenditures Levy - used to generate revenue for capital improvement/expenditure projects that were initiated under 39-1-301(1.2), C.R.S.

- Special Fund Levy - used generate revenue for special projects.

- Abatement & Refund Levy - used to generate revenue for the county commissioners to abate or refund taxes levied on property owners who successfully challenged their property's assessed valuation.

- Incentive Levy - used to generate revenue to offset incentive payments made by the local government in accordance with agreements negotiated pursuant to 30-11-123(6), C.R.S. [counties] and 31-15-903(5), C.R.S. [municipalities].

- Override Levy - used to generate revenue for the voter-approved override levy for school districts.

o Transportation Levy used to generate revenue for the voter-approved funding of school district transportation.

o Asbestos/ADA Levy used to generate revenue for funding asbestos removal and Americans with Disabilities Act requirements imposed by law on school districts.

Main Menu DPT Certification of Levies and Revenues

This form is the main "switchboard" for the Division of Property Taxation's Certification of Levies **and** Revenues System. The buttons permit access to all features of the system.

o Enter/Update DPT Levy

▪ This is where the detailed data for each entity is input into the system. The data for each local government includes the assessed value, the tax increment finance value, and the various levies.
▪ You will be able to update data for the current budget year (the budget year refers to the year the data was input into the system. It runs from August through July) and view previous years data.
▪ All fields that are in Gray, means that the field will be automatically generated by the system.

o **Change Password:** This is where user can change his password.

o **Reports:** Click this to display a screen used to generate the reports associated with the Levies and Revenues System

▪ **Uniform Bond:** This report lists all entities that are in more than one county for a user specified budget year, and their individual bond levies.
▪ **Uniform Levy:** This report shows multi-county governments with unequal levies in different counties selected budget year
▪ **Certification**: Certification of Levies and Revenues detail report. Each county will submit it to DPT.
▪ **PREP**: Certification Preparation report shows all governments that can levy a property tax in a selected county
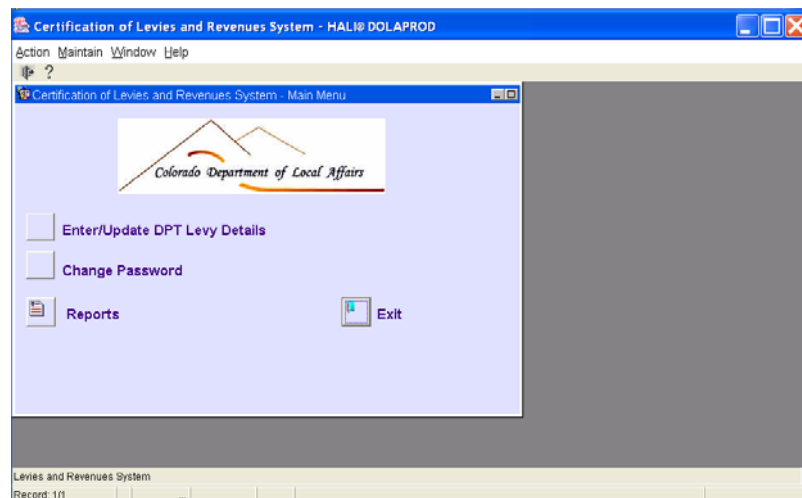
How Enter New Record

o Open the Levy entry form by clicking on the "Enter/Update DPT Levy" button on the main menu form.

- Select the tax entity category tab (school districts; junior college; cities and towns; special districts; county purpose).

- Click on the green plus on the menu bar to insert the new record.

- Select local government entity from dropdown list.

- Sublist; Budget Year, Levy Id, and Add AV fields will be generated by the system.

- Enter the assessed value, the tax increment finance value, and the various levies.

- The record will be automatically saved to the database. If you inserted new record or moved different tab.

- On Exit you be ask if you want to save any unsaved records.

How to Enter Bond Levy

- Move to the bond field or click on the button to bring up the Bond Information screen where you enter the individual bond levies, its starting date, and the length of time it will take to pay it off.

- **Done**: Click this button to close the Bond Information screen.

- The system automatically changes the value of the bond levy item on the main screen to match the value of the Total item on the Bond Information screen.

o **Clear button:** Click this button to clear the individual bond levy record where the cursor is positioned.

o **Delete:** Click this button to delete the individual bond levy record where the cursor is positioned.

o **Bond ID:** This is a unique identifier assigned to the individual bond. It is generated by the system.

How to Enter Contractual Obligation Levy

o Move to the Contractual levy field or click on the button to brings up the Contractual Obligation Information screen where you enter the individual contractual levies, its starting date, and the length of time it will take to pay it off.

o **Done**: Click this button to close the contractual obligation information screen.

o The system automatically changes the value of the contractual levy item on the main screen to match the value of the total item on the contractual obligation information screen.

o **Clear button:** Click this button to clear the individual contractual levy record where the cursor is positioned.

o **Delete:** Click this button to delete the individual contractual levy record where the cursor is positioned.

o **Contractual ID:** This is a unique identifier assigned to the individual contractual obligation. It is generated by the system.